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MINUTES OF THE INTRA-AGENCY COMMITTEE ON ADMINISTRATIVE OPERA PROCEDURES
Meeting Held 5 July 1949
At 1100, Proposition Room, Administration Building

Present: John Warner

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- General Counsel
- Budget Office
- Management Office
- Services Office
- Personnel Office
- Inspection and Security
- Management Office

- Chairman
- Recorder

1. The minutes of the previous meeting, 27 June 1949, were amended as follows:

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a. [] name was added to those present.

b. In paragraph number eight it was indicated that GENERAL INTRAGENCY MANUAL would be grouped on two lines and that SECRET classification would appear on the back cover of the manual.

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2. The decision to show security classification on each page by eight-point veritype was questioned by Mr. [] It was agreed that Mr. [] of Management Office would discuss the need to use veritype for the security classification with Inspection and Security and would report the decision at the next meeting.

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3. The following comments were expressed:

a. Binders and tabs have been ordered.

b. Management Office should develop a procedure for the clearance and flow of instances from inception through reproduction.

c. Management Office will include a paragraph on security of the manual in the first section. Such a paragraph would be cleared with Inspection and Security.

d. Management Office should make up a sample manual page to be transmitted with these minutes for the guidance of Committee members in preparing section of the manual.

e. It was reiterated that all initial coordination of instances would be accomplished outside of the Committee.

4. The next meeting to be held on Monday, 11 July 1949, would be devoted to a discussion of the first section of the manual if such section is completed by the Management Office.

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